

**BY ORDER OF THE COMMANDER  
341ST SPACE WING**



**MALMSTROM AIR FORCE BASE  
INSTRUCTION 23-201**

**21 JULY 1999**

**Supply**

**MANAGEMENT AND PROCEDURES OF  
GROUND FUELS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements the requirements of AFI 23-201, **Fuels Management**, and AFI 23-204, **Organizational Fuel Tanks**, and their application on Malmstrom AFB. It applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom AFB involved in managing ground fuels. It establishes the responsibilities and procedures for the management of all ground fuels used throughout the 341st Space Wing (SW) complex. It outlines specific responsibilities of individual organizations, provides guidance on fuel requisitioning and receipt procedures, and describes the Base Fuels Management Tank Custodian Training Program.

**SUMMARY OF REVISIONS**

The revision of this publication changes designations and the office of primary responsibility (OPR); rennumbers paragraphs; revises office symbols and building numbers; changes flight to branch; deletes phone numbers; and changes minimum fuel requirements. A bar (|) indicates revisions from the previous edition.

**1. Responsibilities:**

| 1.1. Fuels Management Branch (PMI SBSS/LGSF) will:

1.1.1. Initiate requisition actions on fuels requests obtained from using organizations, monitor contractor due-ins, and process receipt invoices.

| 1.1.2. Coordinate all missile field dispatches with 341 LSS/LGLOS to obtain vehicle escorts for deliveries to the 10th, 12th, 490th, and 564th Missile Squadrons (MS) Launch Facilities (LF)/Missile Alert Facilities (MAF).

1.1.3. Notify 341 LSS/LGLOJ (LOC) prior to departing to an LF/MAF for the purpose of fuel servicing tracking.

1.2. Base Contracting (341 CONS/LGCS) will:

1.2.1. Act on fuel requests received from PMI SBSS/LGSF (Fuels Administration).

1.2.2. Coordinate with PMI SBSS/LGSF when peculiar situations keep contractors from making scheduled deliveries. Report all fuel spills to 341 CES/CEVC (Environmental Compliance) within 24 hours of spill. All fuel spills must be cleaned up immediately.

1.2.3. Inform contractors, when fuel is purchased open market, that the API gravity group reading must be annotated on the receipt invoice.

1.3. Logistics Operations Center (341 LSS/LGLOJ) will:

1.3.1. Ensure all maintenance teams returning from the missile complex record LF diesel fuel readings on appropriate form.

1.3.2. Input LF diesel fuel readings into the Improved Minuteman Maintenance Program (IMMP).

1.3.3. Immediately request a dispatch from PMI SBSS/LGSF whenever an emergency low condition exists at an LF. See [Attachment 1](#).

1.3.4. Determine the fuel level of any LF where the emergency power generator has been operating for more than 24 hours. Notify the Fuels Control Center (FCC) if the fuel is low.

1.4. Logistics Operations Plans Section (341 LSS/LGLOS) is the sole contact point for all fuel status. Responsibilities include, but are not limited to; having levels checked, ordering and checking deliveries, and ensuring fuel quantities do not exceed or go below the levels indicated in [Attachment 1](#). Logistics Operations Plans Section will:

1.4.1. Extract LF diesel fuel from IMMP and consolidate a formal report by the 15th of each month.

1.4.2. Send a report for the 10th, 12th, 490th, and 564th Missile Squadrons to the Fuels Management Branch (PMI SBSS/LGSF) indicating estimated fuels requirements.

1.4.3. Provide the Fuels Management Branch with a monthly list of sections designated as fuels escorting sections. This list must be updated as changes occur.

1.5. The 341st Maintenance Squadron (341 MXS) will:

1.5.1. Maintain an adequate number of vehicle escort personnel who have been trained by PMI SBSS/LGSF.

1.5.2. Ensure vehicle escorts are appointed in writing and the appointment letter is sent to PMI SBSS/LGSF.

1.5.3. Complete receipt procedures as required by paragraph [3](#). for commercial deliveries to the 564th Missile Squadron.

1.6. MAF Management:

1.6.1. The squadron superintendents for the 10th, 12th, 490th, and 564th Missile Squadrons are the sole contact points for fuel status at the MAFs. The squadron NCOICs will:

1.6.1.1. When possible, submit fuel requirements by FAX to PMI SBSS/LGSF on Tuesdays, if required. Emergency requests can be made at any time. Fuel requests must be minimum of 250 gallons with an expected delivery date of no less than 2 days for commercial and 3 days for local purchase sites. Report all fuel spills to 341 CES/CEVC within 24 hours of spill. All fuel spills must be cleaned up immediately.

1.6.1.2. Provide PMI SBSS/LGSF with receipt invoices within 5 duty days of delivery and fuel issue documents within 5 duty days. Issue documents must be legible and ready for computer processing, i.e., separated by grade of fuel and date with the customer copy removed.

1.6.1.3. Ensure tank custodians are appointed in writing and send the appointment letter to PMI SBSS/LGSF.

1.6.2. Individual facility managers will:

1.6.2.1. Gauge all issue tanks on a daily basis and check for signs of water and fuel leaks at least weekly.

1.6.2.2. Gauge support tanks on Tuesday of each week.

1.6.2.3. Maintain AF Form 500, **Daily and Weekly Fuel Record**, on a daily basis. A sample and instructions for completing the AF Form 500 are found in AFI 23-204.

1.6.2.4. Relay current fuel inventories to the squadron command post (SCP) each Tuesday. The SCP will call their respective superintendent with a consolidated report for that squadron.

1.6.2.5. Supervise all contractor fuel deliveries according to paragraph [3.](#).

**2. On-Base Receipt Procedures.** Commercial fuel truck drivers must report to building 1469 prior to making base deliveries, i.e. WSA fuel tanks. (Exception: Trucks making deliveries to the base exchange service station and to the fuel storage area.)

### **3. Off-Base PMI SBSS/LGSF Deliveries Receipt Procedures:**

3.1. A tank custodian or vehicle escort must be present at the time of delivery and sign the AF Form 1994, **Fuels Issue/Defuel Document (DOD)**.

3.2. Ensure the delivery vehicle is at the correct destination.

3.3. Get the beginning meter reading from the delivery vehicle meter and annotate the delivery invoice. Supervise the filling of all tanks.

3.4. Complete AF Form 1994 in accordance with [Attachment 2](#).

3.5. When the delivery is completed, annotate the ending meter reading and compute the total gallons received. Sign the invoice and AF Form 1994 and send the documents to the respective squadron superintendent and plans section (for LF deliveries).

3.6. Forward AF Form 1994 and delivery invoice documents to PMI SBSS/LGSF within 5 duty days of receipt. Report all fuel spills to 341 CES/CEVC within 24 hours of spill. All fuel spills must be cleaned up immediately.

### **4. Base Fuel Management Tank Custodian Training Program:**

4.1. Organizations requesting scheduled training must make an appointment by contacting PMI SBSS/LGSF.

4.2. Letters of appointment signed by the squadron commander must be provided to PMI SBSS/LGSF to request training. Completion of training will be documented on an AF Form 3137, **General Purpose Form**, and be maintained in the Fuels Accounting/Control Center.

J. GREGORY PAVLOVICH, Colonel, USAF  
Commander

## Attachment 1

## EMERGENCY LOW/REORDER LEVELS

<u>LOCATION TANK</u>		<u>CAPACITY</u>	<u>LOW/RE- ORDER LVL</u>	<u>EMR LVL</u>	<u>CONTENT</u>
MAF(Alpha thru Oscar Flights)	107	12,000	9,000	4,500	DL-1
(Hotel Flight)	107	1,600	600	350	DL-1
(Support Tanks)Garage		260	125	75	DL-1
(Alpha thru Echo, Foxtrot, Hotel, Lima, Oscar Flights)					
(Golf Flight)		270	100	50	DL-1
(Kilo, Mike, November Flights)		1000	500	250	DL-1
(India, Papa thru Tango Flights)		N/A	N/A	N/A	N/A
*LF	101	4,000	3,000	2,750	DL-1
MAF/Wing VI	301	15,000	11,250	3,750	DL-1
(Papa thru Tango Flights)	106	4,000	1,850	925	DL-1
(Support Tanks)	107	1,000	500	250	DL-1
LF		11,000	3,000	2,750	DL-1
LAUNCH FACILITY					
(Issue Tanks)					
MAF Alpha	A-1-1	2,000	660	500	UNLED MOGAS
	A-1-2	1,000	330	250	DL-1
MAF Bravo	B-1-1	2,000	660	375	UNLED MOGAS
	B-1-2	1,000	330	250	DL-1
MAF Charlie	C-1-1	2,000	660	500	UNLED MOGAS

<u>LOCATION</u>	<u>TANK</u>	<u>CAPACITY</u>	<u>LOW/RE-</u>	<u>EMR LVL</u>	<u>CONTENT</u>
			<u>ORDER LVL</u>		
	C-1-2	1,000	330	250	DL-1
MAF Delta	D-1-1	2,000	660	500	UNLED MOGAS
	D-1-2	1,000	330	250	DL-1
MAF Echo	E-1-1	2,000	660	500	UNLED MOGAS
	E-1-2	1,000	330	250	DL-1
MAF Foxtrot	F-1-0	2,000	660	200	UNLED MOGAS
	F-1-0	1,000	330	100	DL-1
MAF Golf	G-1-1	2,000	660	200	UNLED MOGAS
	G-1-2	1,000	330	100	DL-1
MAF Hotel	H-1-1	2,000	660	200	UNLED MOGAS
	H-1-2	1,000	330	100	DL-1
MAF India	I-1-1	2,000	660	200	UNLED MOGAS
	I-1-2	1,000	330	100	DL-1
MAF Juliet	J-1-1	2,000	660	200	UNLED MOGAS
	J-1-2	1,000	330	100	DL-1
MAF Kilo	K-1-1	2,000	500	375	UNLED MOGAS
	K-1-2	1,000	330	75	DL-1
MAF Lima	L-1-1	2,000	500	375	UNLED MOGAS
	L-1-2	1,000	330	75	DL-1
MAF Mike	M-1-1	2,000	500	375	DL-1
	M-1-3	1,000	330	75	UNLED MOGAS
MAF November	N-1-1	2,000	500	375	UNLED MOGAS
	N-1-2	1,000	330	100	DL-1
MAF Oscar	O-1-1	2,000	500	375	UNLED MOGAS
	O-1-4	1,000	330	75	DL-1
*MAF Papa	P-0	2,000	500	375	UNLED MOGAS
*	P-0	1,000	100	100	DL-1
*MAF Quebec	Q-0	2,000	500	375	UNLED MOGAS
*	Q-0	1,000	100	75	DL-1
*MAF Romeo	R-0	2,000	250	150	UNLED MOGAS
*	R-0	1,000	100	75	DL-1
*MAF Sierra	S-0	2,000	500	250	REG MOGAS
	S-0	1,000	250	150	DL-1
	S-0	1,000	250	150	UNLED MOGAS

<u>LOCATION TANK</u>		<u>CAPACITY</u>	<u>LOW/RE-</u>	<u>EMR LVL</u>	<u>CONTENT</u>
			<u>ORDER LVL</u>		
*MAF Tango	T-0	2,000	500	375	UNLED MOGAS
*	T-0	1,000	100	75	DL-1

**Attachment 2****INSTRUCTIONS FOR COMPLETING AF FORM 1994 (COMMERCIAL RECEIPTS)**

Reference AFMAN 23-110, Vol I, Part Three, Chapter 1, paragraph 79.

**A2.1. For fuel grade MUR**

Block A: Fuel Grade - MUR

Issue Pt-No - Enter "Bulk"

BFMO DODAAC - Enter "4626"

Sys Des - Enter "01"

Block B: Enter "220"

Block C: Location (Alpha, Golf, Kilo, Tango, etc.)

Block D: E, F, G & I: Leave Blank

Block H: Issue by - Signature of vehicle operator

Received by - Facility manager's signature, printed name and grade

Block J: Trans Date - Enter date of receipt

Card Column: 1-3 - Enter "1RF"

4-6 - Enter "SPC"

7 - Enter "4"

8-22 - Leave Blank

23-24 - Enter "GL"

25-29 - Enter Amount Received

30 - Leave Blank

31-33 - Enter "220"

34-35 - Enter "GF" for issue tanks

36-39 - Date Received

40-44 - Leave Blank

45-50 - Enter "FP4626"

51-53 - Leave Blank

54-56 - Enter "201"

57-80 - Leave Blank

**A2.2. For fuel grade DL1 (Support Tanks)**

Block A: Fuel Grade - DL1

Issue Pt-No - Enter "Bulk"



BFMO DODAAC - Enter "4626"

Sys Des - Enter "01"

Block B: Enter "909"

Block C: Location (Alpha, Charlie, etc.)

Block D, E, F, G & I: Leave Blank Block H: Issued by-signature of vehicle operator

Received by - Facility manager's signature, printed name, and grade

Block J: Trans Date - Enter date of receipt

Card Column: 1-3 - Enter "IRF"

4-6 - Enter "SPC"

7 - Enter "2"

8-22 - Leave Blank

23-24 - Enter "GL"

25-29 - Enter amount Received (zero and right adjust)

30 - Leave Blank

31-33 - Enter "909"

34-35 - Enter ML

36-39 - Enter Date Received

40-44 - Leave Blank

45-50 - Enter A00506

51-53 - Leave Blank

54-56 - Enter "201"

57-80 - Leave Blank